JOINT SECRETARIAT

INUVIALUIT RENEWABLE RESOURCE COMMITTEES

ANNUAL ACTIVITY REPORT - 1989/90

OBJECTIVES OF THE JOINT SECRETARIAT

1. To support and facilitate the interests of the wildlife and environmental councils, committees and boards, established pursuant to the Inuvialuit Final Agreement in any matters relating to their responsibilities and interests.

2. To provide administrative (financial/clerical) support to those councils, committees and boards and to arrange logistics of meetings pursuant to the business of those councils, committees and boards.

3. To record and make available all materials associated with the business of those councils, committees and boards as required by their Chairmen and other appropriate agencies.

4. To establish and maintain working liaisons between the Joint Secretariat and other Inuvialuit organizations, Government, Industry, the Academic sector and other relevant agencies or organizations.

5. To provide technical resource support to those councils, committees and boards as required by their Chairmen.

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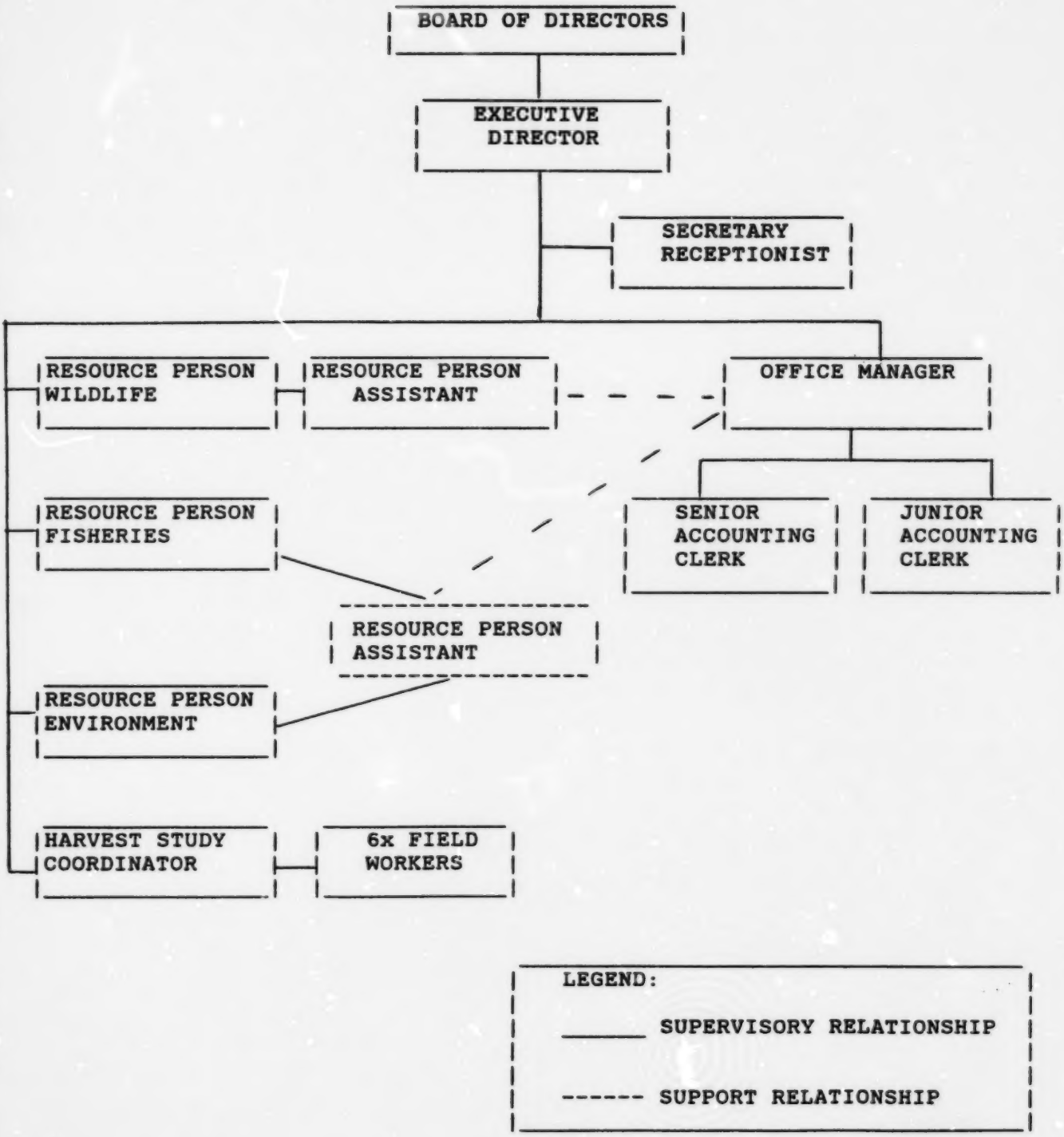
JOINT SECRETARIAT
INUVIALUIT RENEWABLE RESOURCE COMMITTEES



STRUCTURE

The Joint Secretariat presently consists of:

- a board of directors, comprised of the Chairmen of the committees served by the Secretariat.
- an Executive Director, responsible for the overall direction of the Secretariat.
- an Office Manager, responsible for the routine office procedures and the financial administration of the Secretariat.
- a financial administration unit comprising of a Senior and a Junior Accounting Clerk who also acts as a casual Logistics Clerk. This unit is responsible for the maintenance of the Secretariat's general ledger, accounts payable and receivable, and the preparation of financial reports.
- a Resource Person for the FJMC, with an assistant who is shared with EIRB/EISC.
- a Resource Person for the EIRB/EISC, with an assistant who is shared with FJMC.
- a Resource Person for both the IGC and WMAC(NWT) and a full-time assistant.
- a Field Co-ordinator for the Harvest Study, with one field worker in each of the ISR communities.
- a Secretary/Receptionist.

The Joint Secretariat receives policy direction from it's Board of Directors, who are also the members of the Secretariat as a society.

The resource persons and their assistants work for their respective chairmen and receive their line management from from the Executive Director. The Harvest Study co-ordinator is similar to the resource persons but receives technical direction from a multi-agency local working group. The Secretary and the financial unit receive their direction from the Office Manager, who in turn get direction from the Executive Director.

STRUCTURE (Cont'd)

JOINT SECRETARIAT STAFF 1989 - 1990:

POSITION	NAME	DATE OF EMPLOYMENT
Executive Director	Norm Snow	Oct. 1986 to present
Office Manager	Lena Malegana	Apr. 1987 to present
Senior Accounting Clerk	Debbie Anderson	Dec. 1988 to present
Junior Accounting Clerk	Carol Omilgoituk	April to Oct. 1989
" "	Vivian Goldsmith	Nov. 1989 to present
Secretary/Receptionist	Jane Gordon	June 1989 to present
Secretary Trainee	Iona Nasogaluak	Oct. '88 to Jun. '89
Contract Accountant	Wilbert Papik	April to May 1989
FJMC Resource Person	Lois Harwood	Apr. 1988 to present
FJMC RP Assistant	Marshall Netherwood	Apr. 1989 to present
EISC/EIRB Res. Person	Gary Wagner	Apr. 1987 to present
EISC/EIRB RP Assistant	Marshall Netherwood	Apr. 1989 to present
IGC/WMAC Res. Person	Leslie Treseder	Apr. '87 to Mar. '90
IGC/WMAC RP Assistant	Billy Gordon	Sept. '89 to present
Harvest Study Co-ord.	Michael Fabijan	Apr. '87 to present

OPERATIONS

During this fiscal year, the Secretariat managed to stabilize its Administration Unit, by hiring a full-time Secretary/Receptionist and a Junior Accounting Clerk. In the previous year, the use of casual administration staff created anxiety and uncertainty among the permanent staff members. This situation was alleviated by the capabilities of existing staff members and prevented any ill-effects within the Secretariat. As well, the procurement of modern office equipment assisted in the smooth running of the day to day operations.

As the workload of the various committes increased, so did the workload of the Resource Persons involved. This year we hired two assistants for a one-year term position to assist the Wildlife, Fisheries and Environment Resource Persons. These two positions were financially supported by using vacancy-pattern administration salary. Our accounting unit was maintained by using a contract accountant to install a new and simpler financial reporting format, thereby making it easier for our funding agencies and committee chairmen to be made aware of the real-time financial status of each committee. Reporting is now being compiled on a monthly basis, rather than quarterly as in previous years.

During October of this year, the first Review Board hearings were held in Tuktoyaktuk. The hiring of a casual Logistics Clerk greatly reduced the workload of the existing administration unit, and she later joined on as part of the permanent group.

The administration unit of the Secretariat provided minimal accounting services for a joint project between the Dept. of Fisheries and Oceans, the Arctic College and the F.J.M.C. This project was a Fisheries Training Program given to eight local students and was held from July 1989 to March 1990.

The Secretariat was also instrumental in providing the logistics for the 1st Annual North Slope Conference which was held in Dawson in the early part of the year. All of the committees took part in the conference, which has become an annual event, in conjunction with the Yukon Government.

The Secretariat, as in previous years, has maintained liaison with the Industry, Governments, and other sectors through its various committees. It is also still very much involved with the Hunters and Trappers' Committees in the communities that the IFA serves.

OVERVIEW

The Joint Secretariat (Inuvialuit Renewable Resource Committees) was established pursuant to the Inuvialuit Final Agreement to provide technical and administrative support to the following :

- The Inuvialuit Game Council
- The Wildlife Management Advisory Councils
- The Fisheries Joint Management Committee
- The Environmental Impact Review Board
- The Environmental Impact Screening Committee

As we have completed the first year in our new office space, we seem to have settled in our daily office routine with no major set-backs.

In January of this year, the Secretariat introduced to all it's permanent employees, a group insurance plan from the Inuvialuit Regional Corporation. Plans were then made to get the program underway for the following fiscal year providing that sufficient funding was available. During the same period, plans for a comprehensive general liability insurance for the Secretariat took form. A complete inventory of fixed assets belonging to the Joint Secretariat was taken for that purpose.

In April, Marshall Netherwood was hired as an assistant for both the FJMC and the EIRB/EISC resource persons on a one-year term position. Carol Omilgoituk was hired as a Junior Accounting Clerk, and Debbie Anderson the previous Junior Clerk promoted to the Senior Accounting Clerk position. In April and May, the Administration Unit used the services of a casual secretary and a secretary-trainee. In June, Jane Gordon was successful in obtaining the fulltime position of Secretary/Receptionist. Also in April of that year, we hired the services of Wilbert Papik, a freelance accountant, to help our Administration Unit in setting up a new computerized format of the financial reporting system. After a second attempt at recruiting for an assistant for the Wildlife Resource Person, we were successful in hiring Billy Gordon for a one-year term position beginning in September.

As the Review Board's hearings approached, we acquired the services of Vivian Goldsmith as a casual clerk for that committee in October. She later joined the permament staff in November when our Junior Accounting Clerk, Carol Omiligoituk resigned.

The Harvest Study Co-ordinator retained the services of a casual data entry clerk, Robert Inglangasuk, throughout the fiscal year.

FUNDING

The structure of funding for the operation of the Joint Secretariat and it's committees remained the same as for the previous years. The Contribution Agreements are summarized as follows:

1. Government of the Northwest Territories - Department of Renewable Resources.

   - Joint Secretariat Administration
   - Inuvialuit Game Council
   - Wildlife Management Advisory Council (NWT)
* - Inuvialuit participation costs only for EISC, EIRB and WMAC (North Slope)
   - HTC Resource Persons
   - Harvest Study (component- separate contribution agreement)

2. Department of Fisheries and Oceans.

   - Fisheries Joint Management Committee (Inuvialuit and Chairman costs)
   - Fisheries Joint Management Committee (staff support)
   - Beluga monitoring
   - Beluga management strategy plan
   - Harvest Study (component)

3. Department of Indian and Northern Affairs.

   - Environmental Impact Screening Committee
   - Environmental Impact Review Board
   - Environmental Impact Review Board's public hearing costs
   - Administration and staff support for both EISC and EIRB
   - Supplementary support to FJMC (one-time task)

* Funding provided outside Contribution Agreement.

In addition to the above funding, Environment Canada provides financial support to the Harvest Study by way of a grant from the Canadian Wildlife Service. The Department of Renewable Resources of the Yukon Government provides support to the Herschel Island Park Technical Committee by way of contracts.

FUTURE ACTIVITIES

Priority within the new fiscal year will be placed on the acquisition of a group insurance plan benefit for the permanent staff members of the Joint Secretariat. The Inuvialuit Regional Corporation has agreed to add our organization to their existing group plan effective April 1st, 1990.

A complete inventory listing for the Joint Secretariat has been taken and a comprehensive general liability insurance from a southern firm is currently being sought. This should be finalized in the new fiscal year.

The Joint Secretariat is still in the process of establishing a complete library. Some funds may be available in the new year to get started with the cataloguing and hopefully to hire a full-time librarian. This project has never gone beyond the planning stage due to lack of sufficient funding.

Planning is underway between the Joint Secretariat and the Dept. of Education of the GNWT to sponsor a trainee for the FJMC. The trainee will assist the FJMC biologist in the new fiscal year with the beluga monitoring program during the summer season and to upgrade his/her education during the remainder of the year. Should this program/training be successful, more funding will be pursued for the year after.

The Joint Secretariat and its committees continue to be a point of contact for other Inuvialuit organizations, governments and industry, with respect to the functioning of wildlife matters established under the Inuvialuit Final Agreement.